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MEMORANDUM TO: Assistant Director
OER

JUL 8 1957

FROM: Chief, Map Library Division

SUBJECT: The Map Library as an integral part of the Geographic Area.

1. During the past ten years the Map Library has functioned in CIA as an integral part of the Geographic Area, with numerous relationships with the other Divisions, over and above the servicing of maps. In the five years prior to its entry into the CIA, in the Department of State and in the Office of Strategic Services, the Map Library was a working part of a larger geographic organization, which included the preparation of maps and geographic research. The segment of the current map library which dates furthest back was the map library of the Department of State, in the office of the Geographer. This existed for many years prior to World War II, and consisted of map library, cartographic facilities, and geographic research. This Map Library, therefore, since its initiation, and in all of its organizational changes, has existed as an integral operating part of a larger geographic organization. All of these changes have received management review, and the inter-dependence of the cartographic, research, and map library activities has been recognized in resultant organizational structure within a geographic whole. ✓

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2. It is a basic principle in government that map library facilities are organizationally associated with the map-producing and geographic research components. The situation with the CIA Map Library is not unique, but, as a matter of fact, has precedents all over the city. For example, the following map libraries are associated with geographic and map-producing segments of their organizations, and not with central reference services of the major organizational unit: Map Library of the Army Map Service, Map Library of the Hydrographic Office, Map Library of the Aeronautical Chart and Information Center, Map Library of the Board on Geographic Names, Map Library of the U. S. Geological Survey, and the Map Library of the Coast and Geodetic Survey. In recent years the Coast and Geodetic Survey has re-organized its servicing facilities in order to remove the map library from the central library and associate it more beneficially with the chart-producing and geographic research and analysis groups. These constitute all significant map libraries in the United States government. The only Map Library operating as a part of the central library is the Map Library of the Library of Congress, and there is no map-producing or geographic research group in the organizational structure of the Library. X ✓

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3. Thus by its past history, and comparison with all other map libraries in Washington, the Map Library of the CIA is properly located organizationally, and has the proper relationship to map-producing and geographic research segments of the Geographic Area, and is rendering full and adequate service to all other users.

4. During past years the Map Library has made an enviable record in speed and thoroughness of map servicing to all parts of the CIA, in spite of a location apart from the Agency. Business has been increased year by year, and attempts to advertise the services of the map library through orientation tours, publication of acquisition lists, talks and briefings, and bulletin and poster advertising have yielded very satisfactory results.

5. It is believed that the location of the CIA Map Library in a Central CIA Building will result in the doubling, tripling, and possibly quadrupling of requests serviced. (At the present time only the most intrepid of research workers venture by shuttle to [REDACTED])

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6. It is believed that the location of the CIA Map Library adjacent to all other reference services in a Central CIA Building will further increase the number of research workers who will learn of and utilize the Map Library because it is physically easy to do so.

7. Thus, the objectives of the Librarians' Panel Group will be met by locating the Map Library adjacent to all other reference services. It is strongly urged that the organizational, administrative, and substantive ties with the Geographic Area, ORR not be broken. Within the Geographic Area is a high degree of cooperation and working-togetherness between Divisions, and among individuals on comparable desks, in the substantive fields of cartography and geography.

8. No specific advantages over those already existing are seen which would result from an organizational association with OCR. Excellent liaison relationships exist with FDD/OO, with the Map Library receiving maps culled from periodicals and other publications. The Industrial Register is a steady customer of the Map Library, and the Map Library forwards suitable material for Register filing as it enters the Map Library as a by-product of foreign and domestic procurement. All Map Procurement Officers are briefed on the Graphics Register prior to overseas departure, and many have obtained or taken photography for that Register. Map filing agreements have been arranged with the CIA Library. Liaison responsibilities have been agreed upon in numerous joint talks, as they relate to maps and air photos. Other relationships also exist, and it is believed that the Map Library can strengthen these once physical proximity will have been achieved in the new building.

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9. Far more significant, however, are the numerous relationships within the Geographic Area which would be minimized, weakened, and possibly destroyed if the organizational association were broken. It should be remembered that the Map Library services the Geographic Area in the same manner as any other requester. In addition, however, there are numerous, non-service relationships of a substantive, cartographic and geographic nature that require the understanding and cooperation that results from association within the Geographic Area. There follow a number of examples of these relationships:

a. The Map Library is responsible for the conduct of a large, map procurement and reporting operation in overseas areas. The time and efforts of personnel in the Cartography and Geographic Divisions are utilized freely by the Map Library in the discussions leading to determinations of Area priorities in procurement. Individuals in all Divisions have a genuine interest in procurement planning and fulfillment of their requirements. This type of full utilization of the time of other components is easily effected with one Area. The crossing of Office lines would present many conflicting problems of priority.

b. Foreign procurement problems are discussed in Area staff meetings and considerable benefit to the overall map procurement and reporting program is thus derived. Many times personnel of the Geographic Division have undertaken special missions in the past, to assist the Area's interest in procurement for production requirements.

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c. The Geography Division furnishes essential assistance to the Map Library staff in evaluating and selecting map materials requested for specific purposes where professional knowledge of the content and adequacy of information is required.

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d. The Map Library maintains a full stock collection of all maps produced by the Cartography Division. A whole series of relationships exist between the two divisions relating to determination of numbers of stock copies to be held, initial printings, re-runs, classification, control, special limitations, corrections, distributions to primary and secondary requesters, release to special individuals, changes in classification, and other matters. The two Divisions function as parts of an operating whole in this whole matter. All of these items are in addition to the less complicated matter of servicing research personnel.

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e. The Map Library frequently consults the Geography Division with respect to desirability of re-running specific maps, learns of new production plans, more recent information than that shown on maps, and in general obtains an up-to-date assessment of the feasibility of a re-run.

f. The Cartography Division screens all NIS etc. materials, selecting items for inclusion in Map Library files. (Vos to expand) x ✓

g. The Cartography Division devotes a considerable amount of time to counseling Map Library personnel in matters relating to map reproduction, best methods of reproducing unique maps in quantity, color experimentation, and other matters. This results in large part from the recognition of the unity and overtones of cooperation in the whole Geographic Area. x ✓

h. The Map Library procurement desks and map files in most cases form significant parts of the working files of personnel in the Geography and Cartography Divisions. Personnel of the Geography Division, particularly, have established bi-lateral arrangements with procurement desk officers in the Map Library for the maintenance of map information. Geography personnel frequently use these files on NIS and other research projects. ✓

i. The staff of the Foreign Procurement section of the Map Library has many relationships with the Geography Division, relating to requirements, priorities, and production. Each benefits from this continuing interchange of information.

j. The Domestic Procurement section of the Map Library has similar relationships, but in many cases prepares requirements covering the interests of the Geography Division, advises personnel of the Geography Division of new leads and information in map research and production, in proposed or current air photography projects in overseas areas, and general geographic and cartographic information. Again, this relationship is in operation under recognition of advantages to the Geographic Area as a whole. ✓

k. The Map Library staff maintains a large depository map collection. The make-up of this collection has resulted from Area discussions and selection. The Special Assistant to the Ch/G spent considerable time working with the Map Library in the determination of types of material to be included. Requirements of Cartography and Geography were fully considered. The depository resulted from full Area cooperation.

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1. The first priority in the processing and cataloging of maps and related materials stems directly from the research and production requirements of all Divisions of the Geographic Area. Individual analysts in the Geographic Area work directly with their counterparts in the Processing Branch, Map Library, to make sure that proper work scheduling is laid out to insure the meeting of research and map production deadlines.

2. Members of the Geography Division assist in the determination of map series to be retained, as well as those to be eliminated from the map collection. This process has a direct bearing on the entire substantive program within the Area.

3. Personnel of the Geography Division cooperate with Processing Branch personnel in the interpretation of complicated publishing authority determinations; in the establishment of Map Library policy with respect to newly established international and internal boundaries, as well as new political units; and in the manner in which the classification and registration system in use in the Map Library will reflect any changes.

The foregoing are some of the more important examples of close working relationships in substantive matters that exist in the Geographic Area. These substantive relationships are closer than those with any other working parts of the DDI or the agency in general. They are based upon long years of association, an understanding of the different types of cartographic and geographic problems in the Geographic Area, of experience gained in working together, taking time to think about the other Division's problem, and seeking the most appropriate solutions to problems. The staff meeting of the Geographic Area has served for many years as the meeting ground for map library, cartography, and research interests. To this has more recently been added the photographic interests. In these meetings, and in the Geographic Area in general, a fine sense of unity and mutual support has been developed. It is believed that this is recognized in many parts of the agency. The removal of the Map Library would not only have a serious effect upon the strength of the Map Library activity, but would also prove harmful to the general structure and philosophy of the Geographic Area.

Accordingly, it is strongly urged that the foregoing be given careful consideration, and that the Map Library be permitted to remain within the administrative, organizational and substantive structure of the Geographic Area, ORR.

On the basis of past history, comparison with map libraries in the entire federal government, and recognition of the substantive inter-relationships existing in the operation of the Map Library in the Geographic Area, it is believed that the request for retention of the status quo is highly justified. It is further believed that the desirable features of a centralized reference service for the CIA can be met by the physical adjacency of the Map library to all other reference services in the new CIA building.

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